



**U.S. SMALL BUSINESS ADMINISTRATION
NORTH DAKOTA DISTRICT OFFICE**

Telephone: (701)239-5131
Facsimile: (701)239-5645

SBA LOAN APPLICATION CHECKLIST

	YES	NO
1. <u>Lender's Application</u> (SBA Form 4-I) signed and dated.	_____	_____
a. Terms of loan addressed? (front page)	_____	_____
b. Pro Forma Balance Sheet completed? (page 2) (on business only - do not include personal assets)	_____	_____
c. Copy of Internal Credit Report enclosed?	_____	_____
d. Suggested Terms and Conditions (separate sheet enclosed)	_____	_____
2. <u>Application for Business Loan</u> (SBA Form 4)	_____	_____
a. Addressed use of proceeds?	_____	_____
b. Evaluated collateral?	_____	_____
c. Previous government financing?	_____	_____
d. Applicable exhibits labeled, signed and dated?	_____	_____
e. Questions answered?	_____	_____
f. Signed and dated as proprietor, partnership, corporation, or Limited Liability Company?	_____	_____
<u>Statements Required by Laws & Executive Orders</u> (page 4 of SBA Form 4)		
g. All guarantors and principal owners must sign and date where indicated.	_____	_____
3. <u>Business Financial Statements</u>		
a. 90 day Interim Statement along with aging accounts receivable and payable signed and dated?	_____	_____
b. Three years of historical financial statements or income tax Statements signed and dated?	_____	_____
c. Three year projections signed and dated?	_____	_____
4. <u>Monthly Cash Flow Projection</u> for 1 year if revolving line of credit and/or participating in the CAPLine Programs	_____	_____
5. Guaranty fee submitted if maturity is 12 months or less.	_____	_____
6. If there are affiliates, are the financial statements enclosed?	_____	_____
7. Costs of R/E, building, M/E or construction supported by Appraisals or contractor's estimates?	_____	_____
8. Source of equity injection is eligible and disclosed?	_____	_____
9. If a change of ownership, is a Purchase or Buy/Sell Agreement enclosed?	_____	_____

*** ALL FORMS AND FINANCIAL STATEMENTS DATED WITH ORIGINAL SIGNATURES***

10. SBA Form 1624 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (signed by applicant) _____
11. SBA Form 4506 Request for Copy or Transcript of Tax Form sent to IRS, 653 2nd Avenue North, Fargo, ND 58102 (if a ND resident). _____
12. Environmental Questionnaire if secured by commercial property. _____
13. Bank must sign Lenders Certification Regarding Lobbying (SBA Form 1846). _____
14. Credit Bureau Report enclosed? _____
15. Personal Financial Statement (Form 413) _____
(do not include business assets and liabilities)
16. Statement of Personal History (Form 912) _____

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